UNSW Aviation

Postgraduate Student Guide

Grad Cert, Grad Dip and
MSc Tech (Aviation)

Semester 2, 2010

Enrolment

Every student must enrol in at least ONE course each semester unless he/she is on approved study leave or qualified for graduation. If you wish to apply for study leave for Semester 2, 2010, you will have until the **31st of August** to do so to avoid financial penalty.

Students who apply for leave after **31st August** will have to pay the fees for the courses and may be academically penalised. If you wish to apply for study leave, please complete a Program Enrolment Form. This form is also available online at https://my.unsw.edu.au/student/academiclife/ProgramEnrolmentVariationForm.pdf

Be aware if you are not enrolled into any courses in any given semester nor are you on approved study leave, the university will cancel your enrolment.
It is your responsibility to ensure that you are enrolled at the start of every semester and that your enrolment is correct.

Semester 2, 2010

Semester 2, 2010 runs for a total of 15 weeks i.e. 12 weeks of the normal teaching period, 1 week for mid-semester break, 1 study week and 1 exam/final assessment week.

Courses (UNSW does not use the term "subjects") worth 6 Units of Credit (UoC) runs for 12 weeks while 3 UoC courses run for 6 weeks of the semester.

6 Units of Credit courses starts on **26 July (Week 1)**.
3 Units of Credit courses starts on **16 August (Week 4)**.

If students wish to do two 3 UoC courses, they must undertake them concurrently, the courses cannot be done one after the other in the same semester.

Students who are working full time should enroll as a part-time student undertaking 1 or 2 courses (maximum 12 UoC) per semester only. Recommended study time is 8-10 hours per week per course. **Do not overload yourself by enrolling in too many courses.**

Postgraduate Aviation Calendar & Key Dates

The Postgraduate Aviation Calendar can be found at the end of this guide. This calendar is slightly different to the official University calendar. So please make sure you refer to the Postgraduate Aviation Calendar through out the semester.

Please note the important key dates outlined in the Aviation Calendar such as:

- 25 Jul: Last day to enrol in all Semester 2 courses
- 31 Aug: (Census Date) Last day to discontinue Semester 1 courses without financial and academic penalty
- 31 Aug: Last day to finalise arrangements for FEEHELP
- 5 Sep: Last day to discontinue Semester 1 courses without academic penalty.

For more information on key UNSW dates, please visit myUNSW at https://my.unsw.edu.au/student/resources/KeyDates.html

Delivery of Courses
UNSW Blackboard (formerly known as WebCT)
http://telt.unsw.edu.au/

Delivery of the postgraduate Aviation courses is through a web-learning management system called UNSW Blackboard (BB9). Students can access the login page via www.telt.unsw.edu.au. You will need to use your username (your student ID e.g. z1234567) and zPass to access BB9.

This website is where all learning and teaching happen. It allows students to download course notes, submit assignments, contact facilitators, participate in discussion forums, complete student survey, and get supports and other resources.

Students are to work/read through the study material as required.

A UNSW Blackboard - Student Getting Started Guide is attached to help you familarise this system. More student support can be found at http://support.telt.unsw.edu.au/blackboard.

If you encounter any BB9 problems, please contact UNSW IT Service Centre via email at ITServiceCentre@unsw.edu.au. It is encouraged that students print their own study notes from BB9. However if you cannot print the course notes yourself and would like to order a printed course manual, please email me for an order form. The cost per course manual is AUD$150. Students who choose this option must still log into BB9 regularly for extra readings, videos, tutorial questions or submissions of assignments. Please note, the printed course manual may not arrive to you before Semester starts.

Course Access Dates

Students can access their course notes through BB9. Course notes are released in stages.

For 6 UoC Courses, the Course Units are released in 3 stages:
Unit 1-4: releasing on 12 July or 2 days after course enrolment
Unit 5-8: releasing on Week 5
Unit 9-12: releasing on Week 7

For 3 Units of Credit courses, the Course Units are released in 2 stages:
Unit 1-3: releasing on Week 1
Unit 4-6: releasing on 1 September

Course access end date is 21 November. After this date students can no longer access the courses. So please ensure you download any course notes to your local computer.

Assignment Submission

Assignments are to be submitted for marking on dates as specified in the course notes.

Students should always submit their assignments through BB9's Turnitin Submission Box unless advised by the facilitators. All submitted assignments must have an "Assignment Coversheet" attached to the front of it. These coversheets are available on BB9 under Resources page. Assignments submitted without a coversheet may not be marked.

Unless otherwise stated the assignment submission date is 11:59pm on Sunday of that week (AEST). If in doubt please contact the course facilitator.

If you require an extension to assignment submission dates, you are to make a formal request to the course facilitator by email. Extensions to submission dates are not guaranteed and students should not assume that they will be given one. Due to students being situated in various places around the world in different time zone, we will not be holding scheduled "on-line" classes but course facilitators are readily contactable via email and where necessary telephone.

Student ID and zPass

All students enrolled at UNSW are given a Student ID and zPass. Your student ID/number is in the form of "z1234567". Your zPass is an alphanumeric figure that along with your student ID will give you access to your myUNSW account, BB9 and UNSW zMail account. If you do not have a zPass, you can obtain one via http://www.it.unsw.edu.au/students/zpass/index.html
Please contact the UNSW IT Service Centre if you have any technical problems:
Telephone: +61 2 9385 1333
Email: ITServiceCentre@unsw.edu.au

MyUNSW – https://my.unsw.edu.au/

MyUNSW is your gateway to the administrative and information services you need throughout your studies. MyUNSW services include:

- Enrol and drop courses each semester
- Update your contact details, such as mailing address, phone number and maintain your personal data online
- Pay and view fees
- View assessment results and academic standing
- Academic records

Students will need to log into their myUNSW accounts regularly to ensure that contact details and course enrolments are correct for each semester. The University will update student financial statements soon, students will be able to view their liability via myUNSW. If you have any fee related queries. Please contact the UNSW Fees office on +61 2 9385 3157 or fees@unsw.edu.au

zMail (formerly known as UniMail) – https://zmail.unsw.edu.au/

All students enrolled at UNSW are provided with a UNSW email account. You will need to set up this account after you have enrolled. It is important you check your University email address regularly or arrange to have this forwarded to an account that is checked often. Official communication from the University will be sent to this account. **It is your responsibility to ensure that you check this account regularly.**

Your email address will take the form of "z1234567@student.unsw.edu.au" where "1234567" is your personal student ID number. Your student ID (with prefix "z") along with your zPASS will allow you to access your zMail.

If this is the first time you use zMail, you will need to activate and set up your zMail account. This activation requires obtaining an initial Windows Live ID password.
Please go to http://www.it.unsw.edu.au/students/zmail/index.html to find out how to set up your zMail. You can also create aliases for your email, i.e. rather than it being in the form of z1234567@student.unsw.edu.au, you can create an alias such as jamie.lim@student.unsw.edu.au.

Please note that the University will only send emails to your zMail account and not personal email. UNSW staff have the right not to respond to emails sent from your personal email.

When emailing the University, course facilitators or administrators, please ensure to state your full name and student ID.

Student ID Card

Students can get their Student ID Cards from UNSW FM Assist. FM Assist can mail student ID Cards to you. Please contact them via http://www.facilities.unsw.edu.au/fm-assist/id-cards-and-building-access/

FEE-HELP

Eligible students wishing to apply for Commonwealth financial support – FEE-HELP – have until the 31 August to do so. Information regarding FEE-HELP can be viewed via the financials section of their myUNSW accounts. When you log into your myUNSW, click the tab at the top of page titled “My Student Profile” and "Commonwealth Government Forms. Scroll down and select "Update" to start the application process. Further information about FEE-Help can be found at https://my.unsw.edu.au/student/fees/FeeHelp.html

UNSW Library

Apart from the prescribed course materials, students are required to research information from other sources. The UNSW Library is a great starting point to begin researching different topics http://www.library.unsw.edu.au/ There is a brief outline on how to search for both texts and e-journals at the UNSW Library under UNSW Blackboard Resources page. UNSW Library invests in many electronic resources and made those available for enrolled UNSW students. You can find useful electronic resources such as academic journals through Sirius. For information on how to use Sirius please go to http://info.library.unsw.edu.au/skills/howto/sirius/sirius.html
In addition to these information, if you have any questions regarding Library services, you can contact Rachel Lawson, the Acting Team Lead, Outreach Librarian on:
Phone: +61 (2) 9385 2680
Email: rachel.lawson@unsw.edu.au

Learning Centre

The Learning Centre offers academic skills support to all students enrolled at The University of New South Wales - http://www.lc.unsw.edu.au
Of importance towards your studies at UNSW, that are available through the Learning Centre’s website, is the “Online Academic Skills Resources” and the “Plagiarism & Academic Integrity”. These online pages are self explanatory and it’s recommended you spend some time reading through this material. As a guide, we recommend that students use the APA (American Psychological Association) Referencing System.

✈ Online Academic Skills Resources – http://www.lc.unsw.edu.au/olib.html

- Plagiarism & Academic Integrity – http://www.lc.unsw.edu.au/plagiarism/index.html
- American Psychological Association Referencing System - http://www.lc.unsw.edu.au/onlib/ref_apa.html

Need Help?

If you need any help throughout your studies, please do not hesitate to contact the Postgraduate Programs Coordinator at UNSW Aviation, Jamie Lim. She can be contacted via the following methods:
Email: aviam@unsw.edu.au
Phone: +61 2 9385 6767
Fax: +61 2 9385 6637
Postal Address:
Department of Aviation
The University of New South Wales
Sydney, NSW 2052
Australia

THE UNIVERSITY OF NEW SOUTH WALES

UNSW AVIATION

POSTGRADUATE AVIATION CALENDAR

Semester 2, 2010 (Last Updated 14 July)

Week	Date	Comments
		*25 Jul: Last day to enrol in all Semester 2 courses *25 Jul: UNSW payment due date for Semester 2 tuition fees
1	26 Jul – 1 Aug	*26 Jul: 6 Units of Credit courses begin
2	2 – 8 Aug	
3	9 – 15 Aug	
4	16 – 22 Aug	*16 Aug: 3 Units of Credit courses begin
5	23 – 29 Aug	
6	30 Aug – 5 Sep	*31 Aug: (Census Date) Last day to discontinue Semester 2 courses without financial and academic penalty *31 Aug: Last day to finalise arrangements for FEE-HELP *5 Sep: Last day to discontinue Semester 2 courses without academic penalty.
Mid Semester Break	6 – 12 Sep	**Mid-Semester Break**
7	13 – 19 Sep	
8	20 – 26 Sep	
9	27 Sep – 3 Oct	*3 Oct: Last day of Semester 2 for 3 Units of Credit courses
10	4 – 10 Oct	
11	11 – 17 Oct	
12	18 – 24 Oct	*24 Oct: Last day of Semester 2 for 6 Units of Credit courses
Study Week	25 – 31 Oct	Study Week
Exam/Final Assessment Week	1 – 5 Nov	Examinations and Final Assessments to take place in this week

The final date to discontinue from courses without financial and academic penalty is the **31st August**

The final date to discontinue from courses without academic penalty is the **5th September**

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CRICOS Code Provider 00098G ABN 57 195 873 179

THE UNIVERSITY OF NEW SOUTH WALES

UNSW AVIATION

Postgraduate Aviation Course Plan 2010

Important Note:
All courses listed below are offered by distance mode only. The plan may be subject to changes during the year. If changes do occur which may affect student planning, students will be notified as soon as possible once applications have been received.

Summer Term, 2010 (04/01/10 – 29/01/10 including 1 Study Week)	UoC	Weeks Run
AVIA5311 – Inflight Services Management *(P. Elwin)*	3	4
AVIA5314 – Aviation System Safety *(P. Wigens)*	3	4
Semester 1, 2010 (Teaching Period starts from 01/03/10 to 28/05/10)		
AVIA5001 – Law & Regulations in Aviation (*R. Bartsch*)	6	12
AVIA5007 – Airport Management (*R. Sullivan*)	6	12
AVIA5009 – Airline Corporate Management (*R. Robertson*)	6	12
^AVIA5017 – Human Factors in Transportation Safety (*S. Shorrock*)	6	12
AVIA5019 – Management of Aviation Technical Operations & Maint. (*P. Marosszéky*)	6	12
*AVIA5020 – Aviation Research Project (*R. Robertson)*	6	12
⌖AVIA5022 – Aircraft Accident Investigation Techniques (*P.Wigens*)	6	12
#AVIA5312 – Airline Incident Investigation (*M. McGregor*)	3	6
#AVIA5313 – Aviation Ground Safety Investigation (*M. McGregor)*	3	6
AVIA5314 – Aviation Systems Safety (*P. Wigens*)	3	6
Semester 2, 2010 (Teaching Period starts from 26/07/10 to 22/10/10)		
AVIA5003 – Aviation & Security (*T. Jones*)	6	12
AVIA5004 – Aviation Safety & Accident Prevention (*R. Bartsch*)	6	12
AVIA5005 – Airline Operational Management *(R. Robertson)*	6	12
AVIA5006 – Airport Planning (*R. Sullivan*)	6	12
AVIA5008 – Air Traffic Management (*W. Civitico*)	6	12
^AVIA5018 – Aviation Human Factors (*P. Murphy)*	6	12
AVIA5019 – Management of Aviation Technical Operations & Maint. (*P. Marosszéky*)	6	12
*AVIA5020 – Aviation Research Project (*R. Robertson*)	6	12
⌖AVIA5022 – Aircraft Accident Investigation Techniques (*P. Wigens*)	6	12
AVIA5024 – Flight Deck Operations for Advanced Transport Aircraft (*S. Henderson*)	6	12
AVIA5311 – Inflight Services Management *(P. Elwin)*	3	6
#AVIA5312 – Airline Incident Investigation (*M. McGregor*)	3	6
#AVIA5313 – Aviation Ground Safety Investigation (*M. McGregor*)	3	6
AVIA5314 – Aviation Systems Safety (*P. Wigens*)	3	6

^ Students who completed AVIA5017 are excluded from undertaking AVIA5018 and vice versa.
* AVIA5020 is a compulsory course for students enrolled in the MScTech (Aviation) program.
⌖ Students are recommended to complete AVIA5314 prior to undertake AVIA5022.
Students are free to do both AVIA5312 and AVIA5313 but only one course (i.e. 3UoC) is permitted to count towards the award of your program.

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Last Updated 09/06/2010

THE UNIVERSITY OF NEW SOUTH WALES

UNSW AVIATION

UNSW AVIATION POSTGRADUATE FEES STRUCTURE FOR 2010

Important note: The International and Local fees are for 2010 courses. All fees quoted are in Australia Dollars ($AUD). Permanent Australian Residents and Australian Citizens fees are based on a cost per unit of credit of AUD$445.00. International students fees are based on a cost per unit of credit of AUD$545.00.

Academic Fees

	Permanent Australian Residents and Australian Citizens	International Students
For each 3 Units of Credit course	$1,335.00	$1,635.00
For each 6 Units of Credit course	$2,670.00	$3,270.00

Student Activity Fees

Previously, students enrolled into Postgraduate Aviation Distance Coursework programs were not required to pay the *University Union entrance fee*, *University Union, Sports Association fee* and *Student Guild fees*. They were only required to pay the *Miscellaneous fund activity* fee (approx. AUD$40.00).
Under the new *Voluntary Student Union* bill, students will not be required to pay any student/activity union fees. This means that students will only pay the applicable tuition fee.

For further information, please visit the UNSW *Tuition Fee Schedule* webpage: https://my.unsw.edu.au/student/fees/ScheduleTuitionFees.html

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UNSW Library services for PG COURSEWORK STUDENTS

Access a range of services to help you:

- **identify** the information that is required for research
- **find** the best information to support your research
- **use** the information you find more effectively

LEARN ABOUT RESEARCH SKILLS

ELISE Advanced

This tutorial helps define research needs and assists in developing a search strategy. Improve your ability to identify, define and analyse your information needs and better understand the ethical use of information.

FINDING WHAT YOU NEED

Subject Guides

Designed as a starting point for research, these guides bring together core resources for specific areas of research e.g. Nanotechnology, Forensic Psychology.

ELISE Plus

- builds on many of the skills learned in ELISE | UNSW Study Skills Tutorial
- introduces advanced skills for searching the Catalogue, databases and evaluating scholarly content
- provides guidance with referencing

NEED MORE HELP?

Research Consultations

A personalised research consultation can help you:

- look for topic related information
- refine your search strategy
- find relevant resources
- locate and retrieve information

Need to ask a question or get help using Library resources? Visit our website at info.library.unsw.edu.au

OTHER SERVICES

Interlibrary Loan service

Access research material not held at UNSW Library by making an Interlibrary Loan request via the Catalogue.

UNSWLIBRARY

info.library.unsw.edu.au

15.01.10

PG COURSEWORK STUDENTS

OPTIMISE YOUR VALUABLE RESEARCH TIME

Research Consultations provide customised RESEARCH SUPPORT ...

- Do you know where to start looking for materials related to your topic?
- Are your search strategies effective?
- Have you found all the relevant sources for your research topic?
- Do you know how to get the sources you have identified?

If you answered NO to any of these questions, a Research Consultation could be the answer

Contact your Outreach Librarian or visit our website at info.library.unsw.edu.au

RESEARCH CONSULTATIONS

UNSWLIBRARY

info.library.unsw.edu.au

12.01.10

UNSW
THE UNIVERSITY OF NEW SOUTH WALES

TeLT UNSW
Technology Enabled Learning & Teaching

UNSW Blackboard

Student Getting Started Guide

Version Bb Student Getting Started Guide v2, 9 Feb 10

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Email: lt@unsw.edu.au
Website: learningandteaching.unsw.edu.au
telt.unsw.edu.au

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TABLE OF CONTENTS

Introduction....4
What is UNSW Blackboard? 4
Resources to Help Me Use Blackboard 4
What Do I Need to Access UNSW Blackboard?....5
Logging In to UNSW Blackboard....5
Login Troubleshooting....6
Locked accounts....6
Incorrect credentials 6
Expired passwords 6
Technical Support for Using UNSW Blackboard 6
Exploring the Blackboard Home Tab 7
The Notifications Dashboard....8
Missing Courses....9
The Course Environment 10
Exploring the Home Page 11
Module contextual menus 12
Accessing Course Content and Tools.... 13
Course Menu views.... 14
Accessing Content in Content Areas 15
Breadcrumbs 16
Using the Tools Link.... 17
Going further 18
Glossary 18

Introduction

This document has been prepared to assist students enrolled in courses using UNSW Blackboard for online learning. It introduces you to the Blackboard menus and navigation so you can find your way around and understand the structure of a Blackboard course.

What is UNSW Blackboard?

UNSW Blackboard is an online learning management system (LMS) that is used in some UNSW courses that are taught either fully or partially online. It runs on the Blackboard Learn version 9 software.

In 2010 UNSW Blackboard is replacing My eLearning Vista as the primary online learning application for most courses. A very small number of courses will remain in My eLearning Vista for first semester only. Some courses, primarily in Engineering, will be piloting an alternative system called Moodle. Your lecturers will advise you if one of their courses will be using Vista or Moodle.

Resources to Help Me Use Blackboard

This guide is a very brief introduction to the Blackboard user interface. Detailed support for learning to use Blackboard is available from:

- The **Student Support** section of http://support.telt.unsw.edu.au/blackboard.
  This site contains detailed step-by-step how-to guides on using UNSW Blackboard, video demonstrations, tips and Frequently Asked Questions (FAQs).

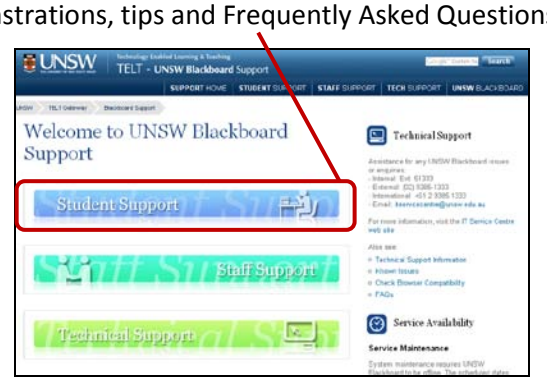

Figure 1.1

- This support site is also available via the **TELT tab** available once you have logged into Blackboard. From the TELT Gateway site you can click on *Go to UNSW Blackboard support*

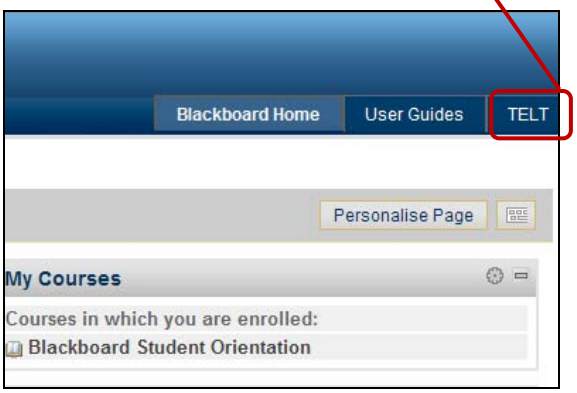

Figure 1.2

- The **User Guides** tab available once you have logged into Blackboard.
  This is where you will find a link to the *Blackboard User Manual* plus links to other support resources.

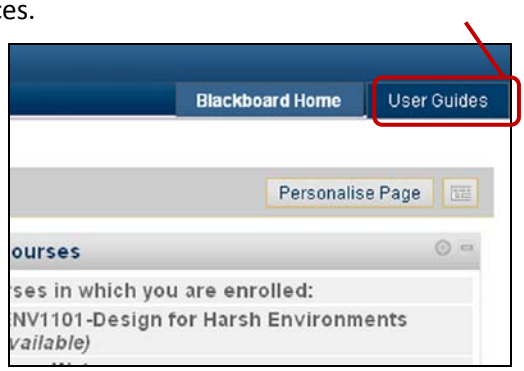

Figure 1.3

- The **Blackboard Student Orientation Course** that any user can self-enrol into as a student via the link on the Blackboard Home page or from the User Guide tab. This is a site where students can explore and try out all the Blackboard tools.

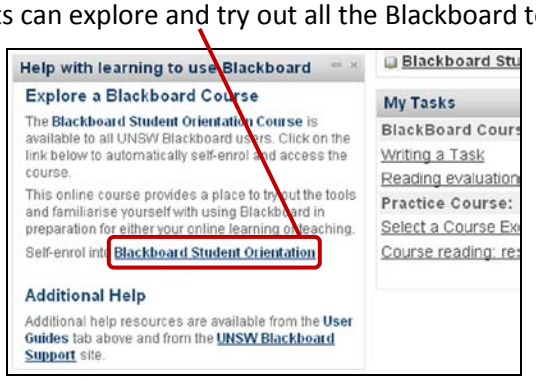
Help with learning to use Blackboard
Explore a Blackboard Course
The Blackboard Student Orientation Course is
Blackboard Student Orientation
Additional Help
Additional help resources are available from the User Guides tab above and from the UNSW Blackboard Support site.
My Tasks
Writing a Task
Reading evaluation
Practice Course:

Figure 1.4

What Do I Need to Access UNSW Blackboard?

To view your Blackboard courses you will need to have a:

- login account that consists of a UNSW zID and zPass
- computer with Internet access
- web browser installed with Java, JavaScript and cookies enabled in the browser settings.

You will find more details about configuring your browser settings in the **Technical Support Information** page on the Blackboard Support site at http://support.telt.unsw.edu.au/blackboard.

Logging In to UNSW Blackboard

Log in to UNSW Blackboard via the TELT (Technology Enabled Learning and Teaching) Gateway:

- Go to http://telt.unsw.edu.au
- Click on the **Login to UNSW Blackboard** link
- Enter your Username and Password and click the OK button
- Your username is your UNSW zID
- Your password is your zPass

zPass is not the same as UniPass that you may have been using for other services. It is a new password system that is gradually being introduced across all IT services at UNSW. Visit the **zPass for Students** page at http://www.it.unsw.edu.au/students/zpass/index.html for information about zPass and how to activate it.

Login Troubleshooting

Locked accounts

When entering your zPass be aware that three incorrect login attempts will result in your account being locked for 30 minutes. To unlock your account:

1. Visit the Identity Management site at www.idm.unsw.edu.au.
2. Login with your zID and zPass.
3. Click the unlock link.
4. Logout and retry the Blackboard login again.

Incorrect credentials

If you can't login to the Identity Management site this means you are using incorrect login credentials. To resolve this issue please contact the IT Service Centre as outlined below.

If you can't login to UNSW Blackboard after you have successfully activated or unlocked your zPass, try clearing your browser cache and cookies:

- In the Firefox browser this is done via Tools>Clear Private Data.
- In the Internet Explorer browser it is Tools>Delete Browsing History

Expired passwords

Your zPass needs to be changed every 6 months, failure to do so will mean you can't log in to UNSW Blackboard. Go to the Identity Management site to change your password if you find yourself unable to login to Blackboard.

Technical Support for Using UNSW Blackboard

If you don't have a zPass, or have forgotten it, you should contact the IT Service Centre for assistance. All other support requests for TELT services should also be directed to the IT Service Centre.

Phone: +61 2 9385 1333

Email: ITservicecentre@unsw.edu.au

For locations of the walk-in Service Centre, see:
http://www.it.unsw.edu.au/support/servdesk/servicedesk_home.html

Exploring the Blackboard Home Tab

After logging in to UNSW Blackboard, the contents of the Blackboard Home tab are displayed. It contains the My Courses module which lists all the courses to which you have access.

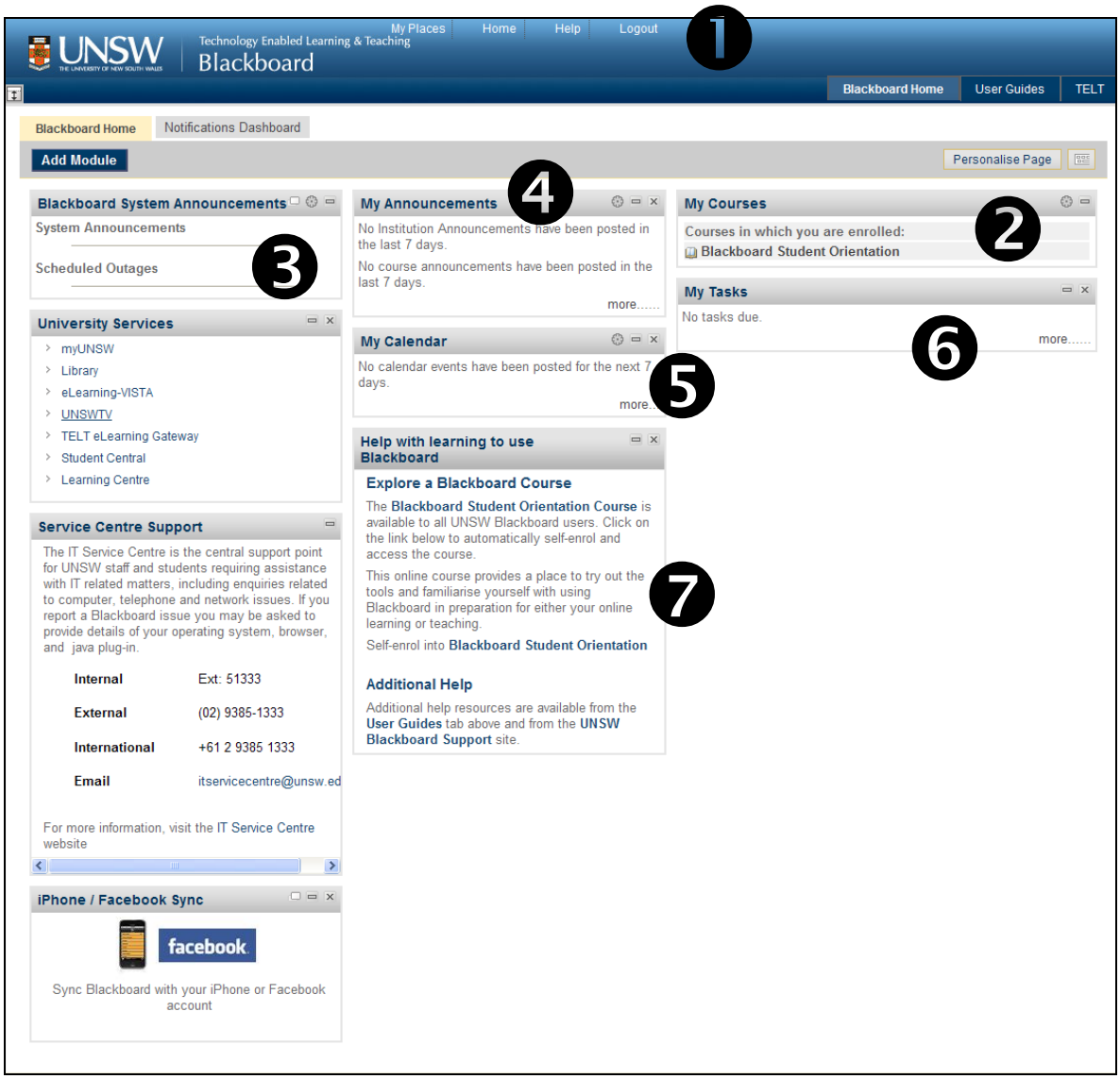
My Places
Home
Help
Logout
1
UNSW
Technology Enabled Learning & Teaching
Blackboard
Blackboard Home
User Guides
TELT
Blackboard Home
Notifications Dashboard
Add Module
Personalise Page
Blackboard System Announcements
System Announcements
Scheduled Outages
3
My Announcements
4
No Institution Announcements have been posted in the last 7 days.
No course announcements have been posted in the last 7 days.
more.....
My Courses
2
Courses in which you are enrolled:
Blackboard Student Orientation
My Tasks
No tasks due.
6
more.....
University Services
myUNSW
Library
eLearning-VISTA
UNSWTV
TELT eLearning Gateway
Student Central
Learning Centre
My Calendar
No calendar events have been posted for the next 7 days.
5
Help with learning to use Blackboard
Explore a Blackboard Course
The Blackboard Student Orientation Course is available to all UNSW Blackboard users. Click on the link below to automatically self-enrol and access the course.
This online course provides a place to try out the tools and familiarise yourself with using Blackboard in preparation for either your online learning or teaching.
7
Self-enrol into Blackboard Student Orientation
Additional Help
Additional help resources are available from the User Guides tab above and from the UNSW Blackboard Support site.
Service Centre Support
The IT Service Centre is the central support point for UNSW staff and students requiring assistance with IT related matters, including enquiries related to computer, telephone and network issues. If you report a Blackboard issue you may be asked to provide details of your operating system, browser, and java plug-in.
Internal Ext: 51333
External (02) 9385-1333
International +61 2 9385 1333
Email itservicecentre@unsw.ed
For more information, visit the IT Service Centre website
iPhone / Facebook Sync
facebook
Sync Blackboard with your iPhone or Facebook account

Figure 2.1

Take Note

❶ From the page header go to **My Places** where you can edit your settings, Blackboard **Home** page to access notices and courses, **Help** to launch the User Manual, or **Logout** to ensure no one else using the same computer can access your account.

❷ **My Courses** – a list of all your courses that have a Blackboard site and the Blackboard Student Orientation site, if you have self-enrolled into it. See notes below about course availability.

❸ **Blackboard System Announcements** – this is where you will be notified about upcoming scheduled outages or other important messages from the System Administrator.

❹ **My Announcements** – displays announcements for all the courses in which you are enrolled. It may also contain announcements from the system administrator. Click **more...** to see older announcements.

❺ **My Calendar** –view all items from all courses on your Calendar. You also have the option to add and modify personal events. Click **more...** to create a personal event.

❻ **My Tasks** – view all your tasks, including those from the Courses you are participating in and your personal tasks. You can create your own tasks and post them to the Tasks page. Click **more...** to create and manage tasks.

❼ **Help with learning to use Blackboard** – follow the links to self enrol into an Orientation Course for self-exploration of the course interface, or to access the support Web site.

Information modules – view other modules, such as University Services links, Service Centre Support contact details, and a special module to allow you to sync notifications from Blackboard Learn with your iPhone or Facebook.

The Notifications Dashboard

On the Blackboard Home Page you will see a **Notifications Dashboard** tab. The Notifications Dashboard displays notifications for changes to items. These notifications are displayed in two modules –**What's New** and **To Do**.

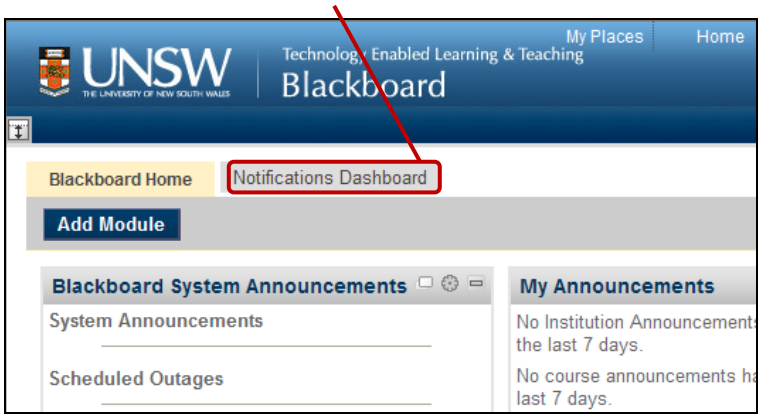

Figure 2.2

To Do displays information about any assessments, assignments or surveys that have a due date.

What's New displays information about unread communications (e.g. discussion posts, blog posts) and any new created items (e.g. tests, assignments, announcements etc).

All the notifications settings are configurable.

Missing Courses

You should see a list of all your courses that have a Blackboard site inside the module called **My Courses** on the homepage tab. Click on the title of a course to enter it. If you see the word "unavailable" next to a course title this means the lecturer has not yet opened the course for students.

If you are expecting to find a course that is not listed, there are a few possible reasons:

1. Either the course has not yet been made available by your lecturer or there is no Blackboard site for the course. Ask your lecturer if they will be using UNSW Blackboard or another online learning management system for the course, and if so, when it will be made available.
2. Your enrolment in the Blackboard course has not yet been processed. Wait at least 24 hours after enrolment to see the course appear in Blackboard.
3. You are not correctly enrolled in the course. Check that your enrolment is correct in myUNSW.
4. Finally, if you know that a Blackboard site for the course has been made available and you are correctly enrolled in myUNSW but still can't see it listed, contact the IT Service Centre to investigate your Blackboard enrolment.

The Course Environment

Each course will vary depending on how the lecturer has designed the course. However, there are some common features.

Figure 3

Take Note

❶ **Page Header** – identical to the page header you saw upon logging in. The Blackboard Home tab on the Page Header enables you to navigate back to the My Courses list to access other courses.

❷ **Course Menu** – the access point for all course content. Lecturers decide which links are available and how the menu is organised.

❸ **Content frame** – the area next to the menu displays the selected tool or content area. By default, when you enter a course, the Home Page appears. The lecturer can choose which menu link appears as your Home Page.

Exploring the Home Page

The Home Page usually contains modules that provide you with an intuitive way to navigate through Blackboard, and keep abreast of content additions and due dates through notifications. The two most relevant modules are My Announcements and My Calendar.

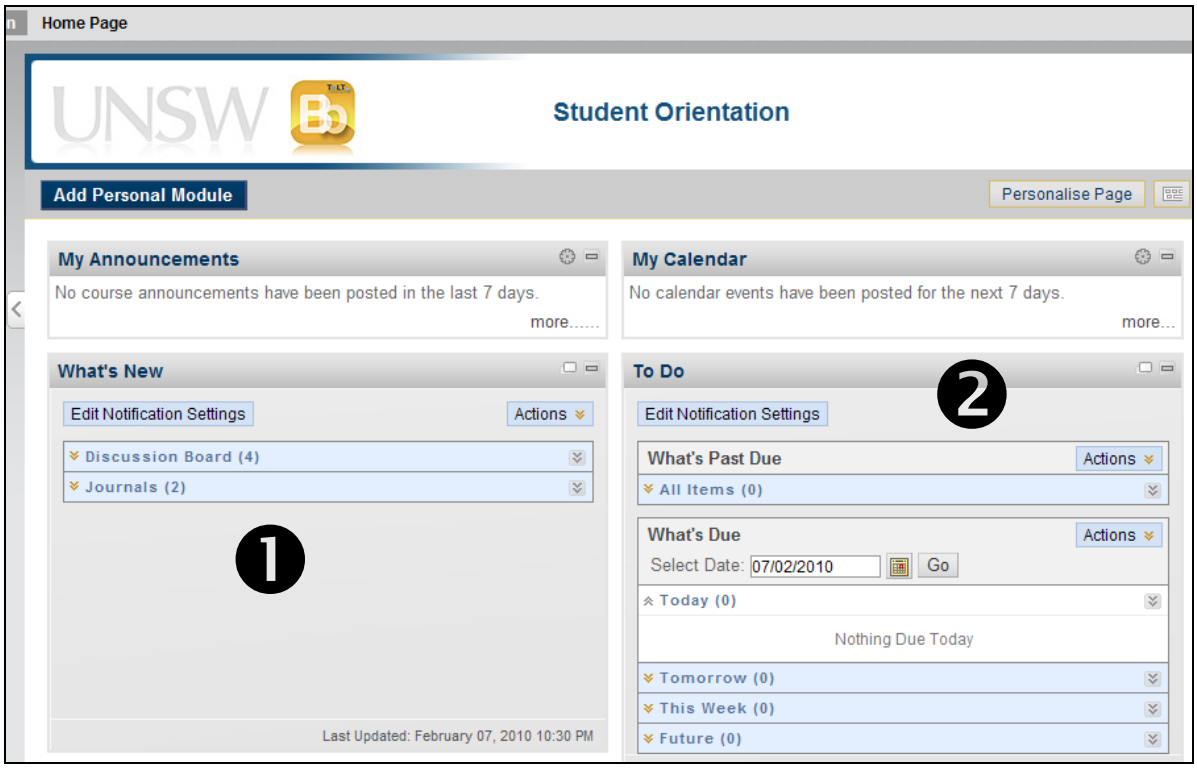

Figure 4.1

Take Note

1. What's New – contains links to any new content such as assignments, tests, newly graded items, and unread Discussion Forum messages.

2. To Do – is divided into What's Past Due and What's Due. These provide a chronological listing of upcoming due dates to be used as the launching point for a student's daily course work.

But remember, your lecturer may not have chosen to provide these modules in your Blackboard course site.

Module contextual menus

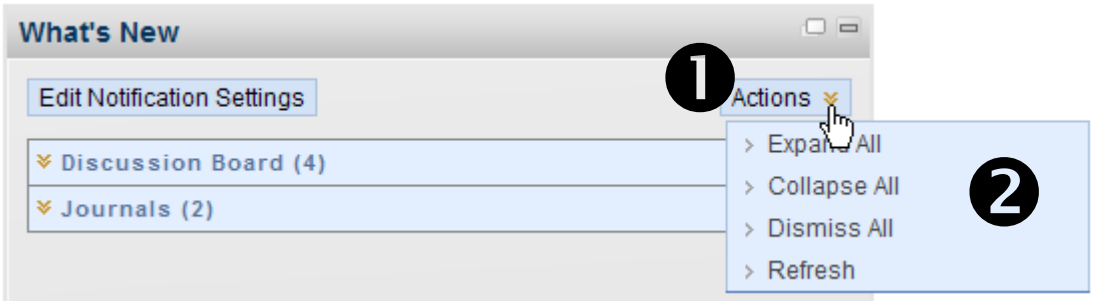

Figure 4.2

Take Note

1. Use the Action Link to access contextual menus displaying options.
2. Use the Actions contextual menu to expand, collapse, or dismiss all items in the module. When items are dismissed, they are deleted from the Notification module.

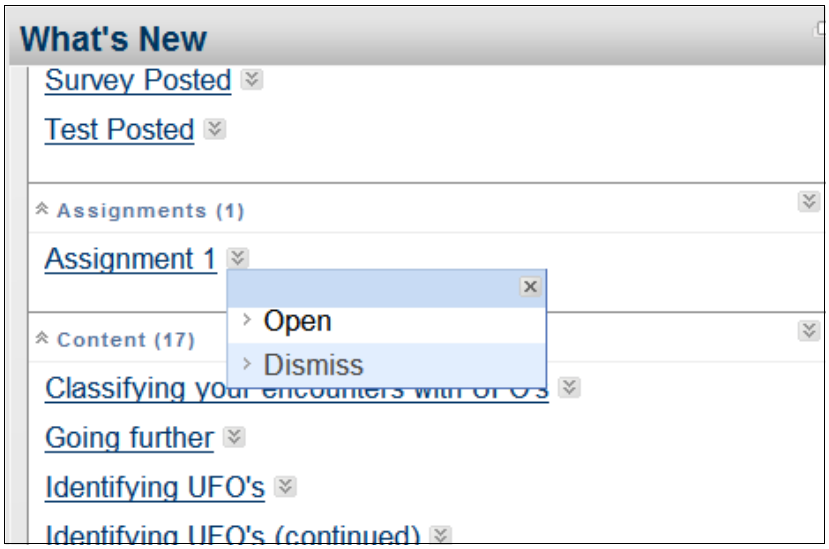

Figure 4.3

Each item in a module has a contextual menu to open or dismiss the item. When an item is opened, you are taken directly to the content.

Accessing Course Content and Tools

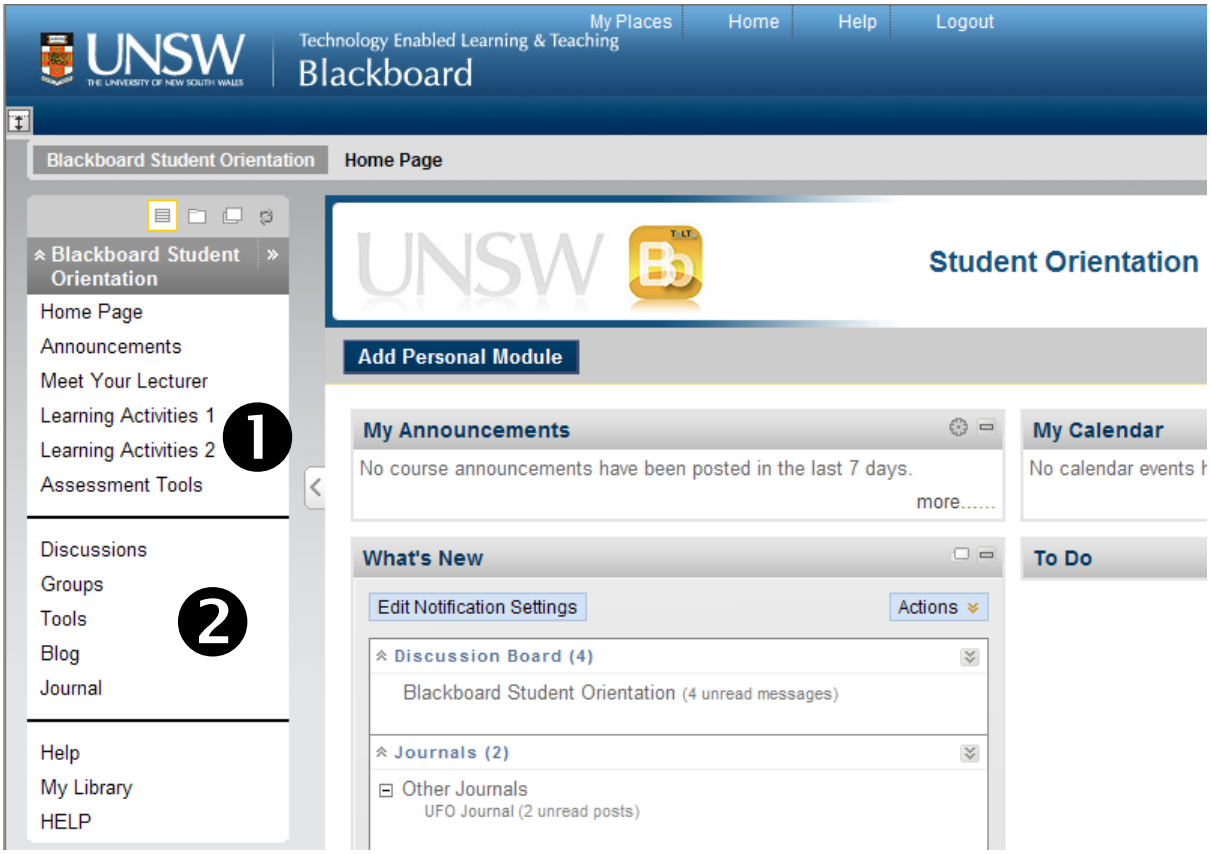

Figure 5.1

Take Note

Access all course content from the Course Menu. It can contain links to the following:

1. Content Areas – top level containers that organise and store course content, such as lecture notes, assignments, and tests. In the example above the content areas are called **Learning Activities 1** and **Learning Activities 2**.
2. Individual tools – such as Discussions, Groups, and Blogs.
3. External links – such as web sites used for an assignment.
4. Course links – direct links to content inside the course, also available as links on a Content Area page.
5. Module pages – pages that contain modules such as What's New and My Calendar. The Home Page is an example of a module page.

Course Menu views

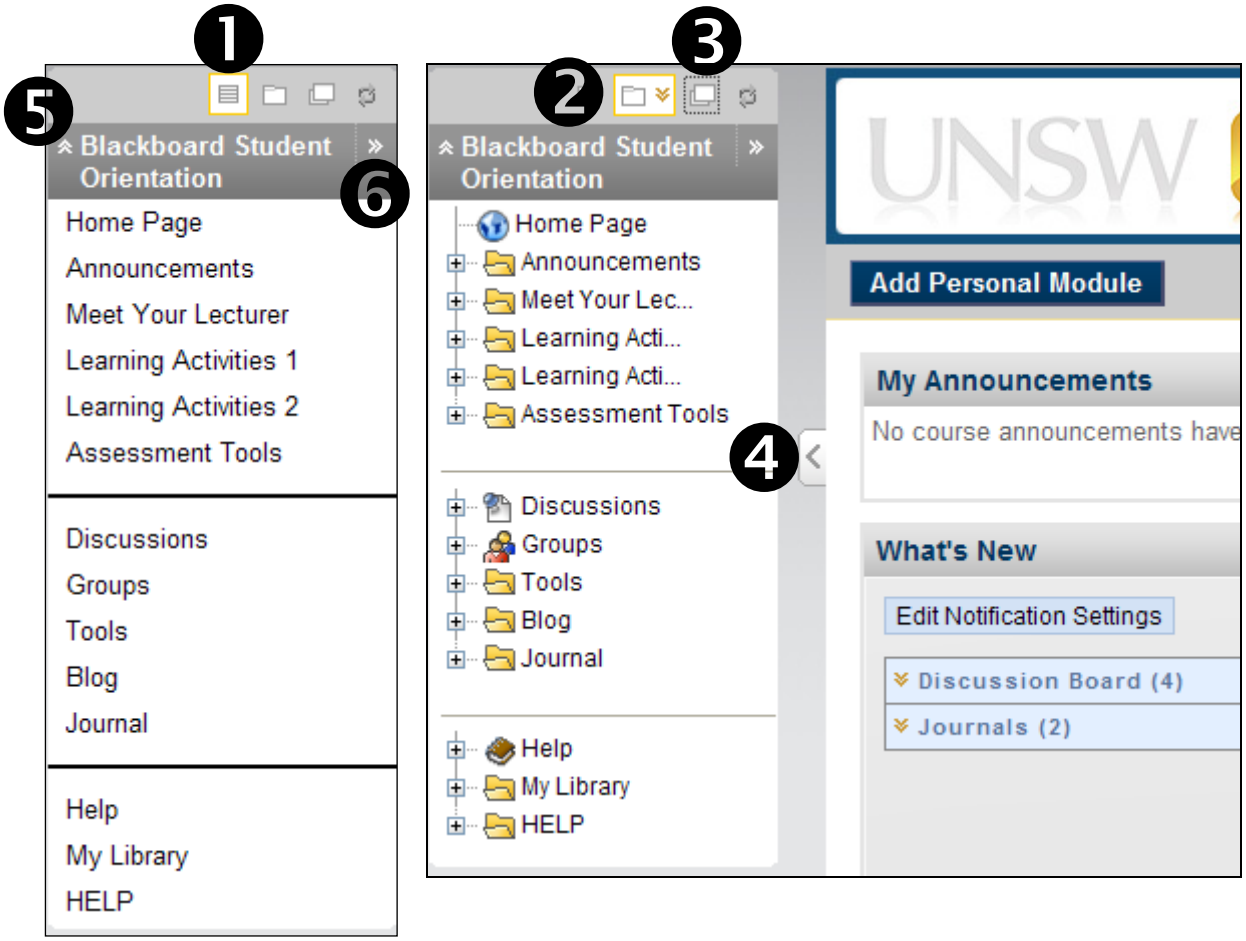

Figure 5.2

Take Note

You can change what is displayed in the Course Menu, and where the menu itself is displayed.

1. List View – displays the top level of the Course Menu only.
2. Folder View – displays the entire hierarchy of material. Expand and collapse folders, and access links within folders.
3. Display Course Menu in a Window – displays the Course Menu in a separate window. The window can be moved to a different screen location.
4. Expand or Collapse Menu – Collapse the Course Menu for more viewing space in the content frame. Use in conjunction with Display Course Menu in a Window to customise the viewing area.
5. Collapse or Expand the Course Menu in the sidebar – collapse the links in the Course Menu.
6. Go to Course Home Page – return to the page chosen by the lecturer as the starting point.

Accessing Content in Content Areas

A Content Area can contain multiple components. For example, the lecturer may create a Content Area containing a week's worth of course material, such as readings, an assignment, a discussion forum, and an external link.

My Places
Home
Help
Technology Enabled Learning & Teaching
Blackboard
Blackboard Student Orientation
Learning Activities 1
Blackboard Student Orientation
Home Page
Announcements
Meet Your Lecturer
Learning Activities 1
Learning Activities 2
Assessment Tools
Discussions
Groups
Tools
Blog
Journal
Help
My Library
HELP
My Groups
Learning Activities 1
Learning Activities 1
Thinking critically about flying objec
Is that really a bird, a plane or a cloud?
You're driving along a highway on a bright sunny day with not
Suddenly something indistinct flies quickly past and then is g
Do you say it was a bird?
Or do you say it was an unidentified flying object?
If, because you're not quite sure it really was a bird, you say it'
In this workshop, you'll develop your ability to 're-view' the thing
Assignment 1
Weighting: 15%
Due date: 12 January 2010
Write a short report on a recent encounter with a UFO. Inclu
Submit this report using the Assignments tool.

Figure 6.1

Take Note

To navigate Content Areas:

1. On the Course Menu, click the name of the Content Area. The content appears in the content frame.
2. In the content frame, click a link to access its content, such as a Discussion Board link or a file link.

The table below identifies some of the components commonly added to Content Areas. The word ***item*** is used as a generic term meaning any one of the components added to a Content Area.

SYMBOL	DESCRIPTION
	Folder – further organizes content
	Item – text or file
	Assignment – link to an assignment
	Course Tool or Course Link – link to a tool or other area in course
	External Link – link to a Web site
	Test – link to a test

NOTE: You may see different icons than shown above.

Breadcrumbs

As you view the items and links presented in a Content Area, use the breadcrumbs to navigate to previous pages. In the example below, click the title of the course in the breadcrumbs to return to the course Home Page.

NOTE:

1. Do NOT use your browser navigation buttons.

2. If you cannot see the breadcrumbs you may need to scroll up to the top of the content frame.

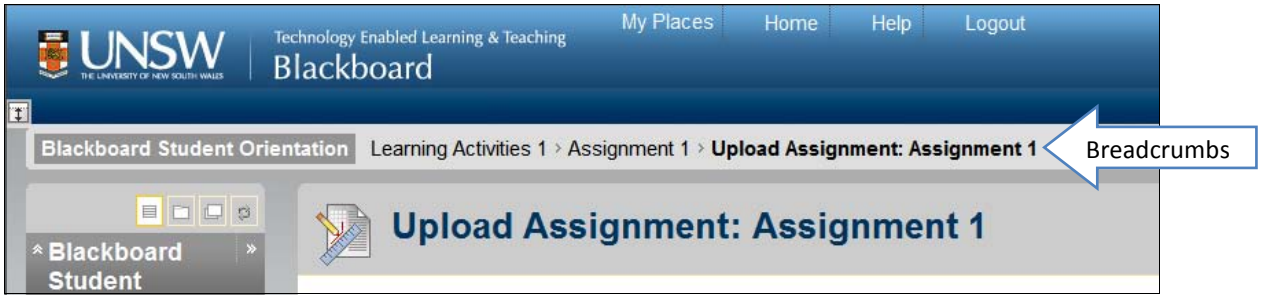

Figure 6.2

Using the Tools Link

The Tools link contains links to all of the tools the lecturer has made available in the course.

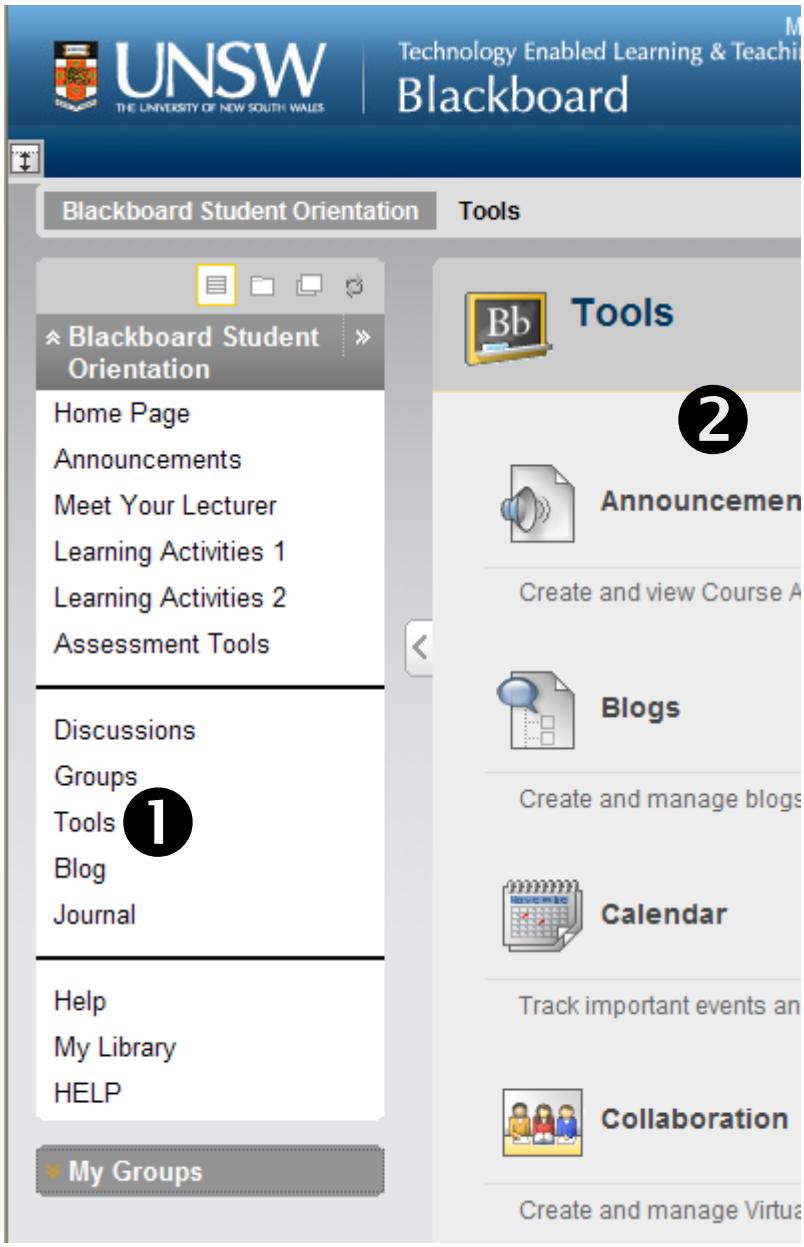

Figure 7

▶ ***QUICK STEPS:*** **accessing tools using the Tools link**

❶ From the Course Menu, click **Tools**.

❷ Click the name of the tool to access.

Going further

This document is designed to get you started quickly with UNSW Blackboard. To learn more, log in to Blackboard and self-enrol in the UNSW Blackboard Student Orientation course. This online course will give you an opportunity to try out the tools and familiarise yourself with using Blackboard in preparation for your online courses.

Use the detailed step-by-step instructions and video demonstrations on the UNSW Blackboard Support site at *http://support.telt.unsw.edu.au/blackboard* to guide you in your exploration of Blackboard.

Glossary

Blackboard Learn v9	The product name and version number of the software behind UNSW Blackboard.
LMS	Learning Management System – a type of software that supports online learning activities.
Moodle	An LMS that is being piloted during 2010 with the intention of running it beyond the pilot phase as an alternative system alongside UNSW Blackboard.
My eLearning Vista	The main LMS used at UNSW prior to UNSW Blackboard that is being phased out during 2010.
UniPass	The University's original password system that is being gradually phased out, but is still needed for some systems during 2010.
UNSW Blackboard	A web-based application used for online learning activities, otherwise known as a learning management system.
zID	A user ID for logging into UNSW Blackboard consisting of a lower case 'z' followed by the users Staff or Student Number.
zPass	The password that is associated with a user's zID.
UNSW Identity Manager	An Identity Management System that enables users to manage their UniPass and zPass passwords and UNSW email account attributes. See www.idm.unsw.edu.au.
TELT	TELT, or Technology Enabled Learning and Teaching, is the suite of technologies and applications that support learning and teaching at UNSW.
TELT Gateway	The web site which is the central access point for all the applications currently available on the platform with login links or instructions on how to sign up for each service. Training resources and support information to help users is also linked to this Gateway. See telt.unsw.edu.au.